

**In most cases**, test irregularities should be reported immediately to the system test coordinator who will use the MontCAS reporting application to submit a test irregularity report to the OPI. Where there are concerns about ramifications from reporting irregularities, this form may be completed by parents, concerned community members, and school personnel who are more comfortable submitting the report themselves rather than through their System Test Coordinator.

### **Instructions**

- Any concern about breaches in test security, testing irregularities, and/or noncompliance with test administration procedures must be reported immediately to the school principal/authorized representative, System Test Coordinator, and OPI by phone or in person within three days of the incident. The district superintendent should also be notified.
- The Testing Irregularity Report (TIR) is to be completed online within five days of the incident. REMINDER: If you are school personnel, please complete this process in collaboration with your system test coordinator, unless you fear possible ramifications for reporting an incident.
- If additional time is necessary, the reporting individual should call the State Assessment Director to request an extension.
- If there is concern about ramifications from local reporting of an irregularity or breach, a paper form may be completed and submitted directly to the State Assessment Director. A pdf copy is online for this purpose. The form is included in this document and can be found in the security section on the NCSC Alternate Assessment page on the OPI website here:  
[http://www.opi.mt.gov/Curriculum/MontCAS/index.html#gpm1\\_5](http://www.opi.mt.gov/Curriculum/MontCAS/index.html#gpm1_5).

Please mail or fax the completed form to:

Judy Snow, OPI State Assessment Director,  
P.O. Box 202501  
Helena, MT 2501  
FAX to 406-444-0743

### **Please respect student privacy**

- DO NOT include any student's name anywhere on the report.
- DO NOT save the file by the student's name.

If you have questions, please contact:

- Judy Snow, State Assessment Director, 406-444-3656 or [jsnow@mt.gov](mailto:jsnow@mt.gov)
- Ashley Makowski, Administrative Assistant, 406-444-3511 or [amakowski@mt.gov](mailto:amakowski@mt.gov)
- Yvonne Field, Assessment Specialist, 406-444-0748 or [yfield@mt.gov](mailto:yfield@mt.gov)

# Test Irregularity Report

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<b>General Information</b> All school and system personnel involved in the administration of the NCSC AA-AAS and the accompanying materials must report immediately any violation or suspected violation of test security, administration policies and guidelines, and/or confidentiality. School or system staff should notify their System Test Coordinator and School Principal if they witness or suspect an irregularity has occurred. The System Test Coordinator should notify OPI within 3 days by telephone or email and should complete the online form within 5 days.			
<b>School System Number</b>	<b>School Code Number</b>	<b>Date of Incident (dd/mm/yy)</b>	<b>Has OPI been contacted?</b>
<b>Person Completing Report</b>			<b>Grade</b>
<b>Content Area</b>			
<b>Describe the incident:</b>			
<b>Describe the handling of the incident:</b>			
<b>Educators involved:</b>			
<b>Student State ID (9 digits)</b>			